

**PROCEDURE REGARDING AUTHORIZATION NUMBERS**  
**ADMISSIONS FOR ACUTE PSYCHIATRIC INPATIENT CARE\*\*\***

Each admission to acute inpatient psychiatric care must be identified by a unique authorization number. The authorization number must be generated by the Mental Health Division (MHD) designee who authorized the admission. The number must appear in form locator field 63 on the UB-92 claim form in order for payment to be made. In addition, for involuntary admissions, indicate ITA status on form locator 84.

The authorization number must be comprised of 9 numerical digits. The **first two digits** of the number will always be 88, indicating a psychiatric admission.

The **next five digits** identify a specific admission with a number from 00001 through 99999. For regional procedures, contact the appropriate MHD designee. Once the RSN has exhausted the above sequence, they will start over with 00001.

The **last two digits** will identify the RSN that authorized the admission. The two-digit code assigned to each RSN follows.

1.	Spokane County RSN	<b>10</b>
2.	King County RSN	<b>11</b>
3.	North Sound RSN	<b>12</b>
4.	Greater Columbia RSN	<b>13</b>
5.	North Central RSN	<b>14</b>
6.	North East RSN	<b>15</b>
7.	Peninsula RSN	<b>16</b>
8.	Southwest RSN	<b>17</b>
9.	Thurston/Mason RSN	<b>18</b>
10.	Pierce County RSN	<b>19</b>
11.	Grays Harbor County RSN	<b>20</b>
12.	Clark County RSN	<b>24</b>
13.	Chelan/Douglas RSN	<b>25</b>
14.	Timberlands RSN	<b>26</b>

**\*\*\*Authorization numbers established in accord with previous instructions shall be considered valid for all claims with admission dates prior to January 1, 1999.**